AppleWorks Forum

The Monthly Publication of **NAUG: *The National AppleWorks Users Group***

Volume III, No. 11 **Three Dollars**

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Support for AppleWorks and ///EZ Pieces Users

Lissner Relates Beginnings of AppleWorks

Dear Cathleen,

Thank you for inviting me to participate in the **NAUG** seminars at AppleFest in Boston this past Spring. I always appreciate the opportunity to share ideas with my fellow AppleWorks users.

We received some interesting questions about the relationship between AppleWorks and ///EZ Pieces, the AppleWorks clone that runs on the Apple /// computer. Our fellow **NAUG** members might like to know something about the development of ///EZ Pieces.

In 1981, I wrote, and Apple published, Quick File for the Apple II and ///, a predecessor of the AppleWorks data base. As a result, I had a cordial working relationship with many people at Apple Computer.

In late 1982, some of these same people met with me to figure out what I should do next. Not much came of these meetings until we saw the Lisa Office System, and realized that the same integrated software, minus the graphics interface, could be done on the Apple II.

Although Apple had no further part in the early development of AppleWorks, Apple was definitely my first choice as a publisher. At this point my friend Don Williams, then still at Apple, convinced me that getting influential people at Apple to use the program was the best way to get a consensus regarding the marketability and significance of such a program.

Since most of the people at Apple were using Apple /// computers at that time, an Apple /// version of the program was important to their decision making process. My intent was to get the Apple people to use the Apple /// version, win their support for the program, and then ask them to market both Apple II and Apple /// versions of AppleWorks, then called Apple Pie.

There is only one source code for ///EZ Pieces and AppleWorks, so each feature I added worked in both programs. Small portions of the source code included for one machine would be omitted for the other because of differences in input/output methods and memory management. Building a version for one machine or the other was a matter of making minor changes, and then rebuilding the startup and program disks.

After working on AppleWorks for about ten months, we finally reached an agreement that Apple would be the publisher of the Apple II version and have an option on the Apple /// version. Apple chose not to publish the Apple /// version, so we handed that completed version to another publisher with whom we had hastily contracted.

Once Apple became the publisher, our four-person effort became a team of twenty or more professionals. Until that time we really hadn't understood that programming is just a piece of a major engineering, testing, product design, and marketing project that precedes every successful software product introduction.

Given the ultimate popularity of AppleWorks, one must wonder what impact Apple's decision not to publish ///EZ Pieces had upon the longevity of the Apple /// computer.

My best wishes to you and to my fellow **NAUG** members.

Cordially,
Robert Lissner

The ***National AppleWorks Users Group*** **(NAUG)** is an association that supports AppleWorks users. The group provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the ***AppleWorks Forum***.

AppleWorks Forum

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*POSTMASTER: Send address changes to **AppleWorks Forum, NAUG,** Box 87453, Canton, MI 48187*

Free Offer to Recover Damaged Files

Dear **NAUG**:

I have developed a program called "RepairWorks" that recovers damaged AppleWorks data files. Since I want to test RepairWorks with a variety of disks and files, I am making this free offer to the first 25 **NAUG** members who respond to this letter: Send me a disk containing one or more damaged AppleWorks word processor, spreadsheet, or data base files, and I will use RepairWorks to try to recover the file(s) or disk. I offer this service at no charge but promise to work only with the first 25 disks I receive.

Please include the name of the damaged file(s) and any other information you can send about the file (e.g., the type and size of the file). Include your telephone number, and a return mailer with postage. I will return your disk, whether or not RepairWorks recovers the file.

Gary R. Morrison
972 Grouse Meadow
Cordova, TN 38018

SEG.PR Format Altered in AppleWorks 2.1

Dear **NAUG,**

When I upgraded from AppleWorks 1.3 to version 2.0, I avoided the need to reconfigure AppleWorks for my printer by copying the file SEG.PR from the AppleWorks 1.3 Program Disk onto the 2.0 disk. Now I have AppleWorks 2.1, but I cannot get that same technique to work. Am I doing something wrong?

Joe Connelly
Livonia, Michigan

*[Ed: As many readers know, the file SEG.PR on the AppleWorks Program Disk contains the control codes for your printer. The April 1987 issue of the **AppleWorks Forum** described how to copy your printer configurations from versions 1.2 and 1.3 of AppleWorks onto AppleWorks 2.0. Unfortunately, SEG.PR is changed in AppleWorks 2.1 to accommodate longer pathnames, so you cannot configure AppleWorks 2.1 by copying SEG.PR from AppleWorks 2.0 onto the AppleWorks 2.1 Program Disk. While a number of people are developing utility programs that will copy printer codes into version 2.1, those programs are not yet available.*

However, here is a suggestion to make the process easier: Use the Apple-H command to get printed copies of your current printer codes. That is, get the printer configuration menus on the screen and issue Apple-H commands to get printed copies of those screens. You can use the printed output to help you enter the codes into the new version of AppleWorks.]

Preparing Tables in Proportional Fonts

Dear Cathleen,

I like to use proportional fonts when I print from AppleWorks. However, printing tables in proportional fonts is a disaster! I can't get columns to line up. How can I print tables with a proportional font?

Sheryl Ring
San Francisco, CA

[Ed: Unfortunately, the AppleWorks word processor module has a rudimentary tab system that offers neither true tabs nor decimal tabs. As a result, it is almost impossible to get straight columns when you print in proportional fonts. Here are two work-arounds that might help:

1. *Print the table with a mono-spaced font. That is, change to 10, 12, or 17 cpi just for the table, then return to the proportional font.*

2. *If you want to produce columns of text in proportional fonts, try TimeOut SuperFonts. SuperFonts has a true Tab Command that lets you line up columns. However, SuperFonts does not support decimal tabs, so it does not do a good job lining up columns of numbers when you use a proportional font.]*

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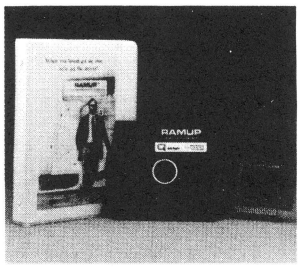

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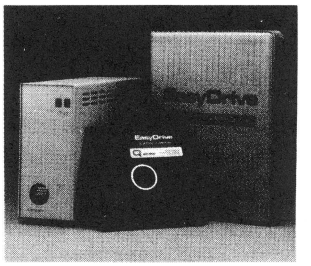

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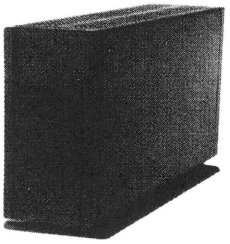

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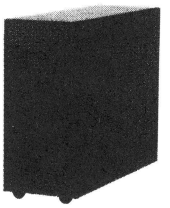

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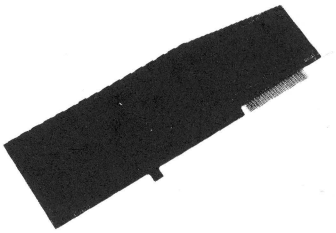

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AppleWorks News from AppleFest

by Cathleen Merritt

Each AppleFest brings important product announcements that affect AppleWorks users. Here is a summary of the most important announcements from the September AppleFest:

New Software

Claris Corporation: Claris Corporation demonstrated AppleWorks GS and announced that it plans to ship the product in late October. AppleWorks GS is an easy-to-use, graphic-based program that includes six modules: a word processor with a built-in spell checker and thesaurus, a data base, a spreadsheet with built-in business graphics capability, a page layout module, a graphic module with "paint" and "draw" capabilities, and a communications module integrated with the AppleWorks GS word processor.

AppleWorks GS requires an Apple IIGS with at least 1.25 megabytes of RAM, a hard disk or two floppy disk drives (at least one of which must be a 3.5-inch drive), and ROM version 1.0 or later. (You can tell if your IIGS has ROM version 1.0 or later by looking for a ROM version number at the bottom of the screen when you boot the computer. If a version number appears, you have 1.0 or later. If no version number appears, you have an earlier ROM chip in your IIGS. Authorized Apple dealers can replace the chip.) AppleWorks GS has a suggested list price of $295, although Claris announced a series of upgrade paths to AppleWorks GS. (See the sidebar entitled "Claris Announces Upgrade Program" on page seven in this issue of the *AppleWorks Forum*.)

Visitors to the Claris booth were surprised by the early release date planned for AppleWorks GS; the product still seems far from ready. The pre-release version of AppleWorks GS that Claris brought to the show frequently locked up the computer or returned users to the Apple IIGS monitor level. However, Claris once again emphasized its intentions to release a "robust" version of the program.

Apple Computer: Apple Computer announced the release of its new Apple IIGS operating system, GS/OS. GS/OS offers faster disk operations, an improved Finder, and support for partitioned hard disks. Program developers can purchase the "Apple IIGS System Software version 4.0", which includes GS/OS, GS/OS utilities and tools, and documentation ($39 from Apple dealers). However, most IIGS owners will not have to buy GS/OS. The new software and manuals are now shipped with every Apple IIGS, and are available at no cost to anyone who bought a IIGS after August 15. Schools can get GS/OS free through Apple's Software Update Program; contact your Apple dealer. In addition, programs that use the new system (e.g., AppleWorks GS) will include GS/OS on the program disk.

AppleFest Highlights

- **Claris plans AppleWorks GS for late October release.**
- **Apple upgrades Apple II line with Apple IIc Plus computer.**
- **Chinook releases IIc/IIc Plus compatible hard disk drive.**
- **Apple unveils new Apple IIGS operating system: GS/OS.**
- **Beagle Bros announces new TimeOut modules.**

Beagle Bros: Beagle Bros announced the release of SpreadTools, a series of enhancements for the AppleWorks spreadsheet module. A description of SpreadTools appeared in the September 1988 issue of the ***AppleWorks Forum***.

Beagle Bros also released Paint, a TimeOut module that adds graphic capability to AppleWorks and lets you mix text and graphics in a single AppleWorks document. Paint is now included at no extra charge on all copies of TimeOut Graph and SuperFonts. If you purchased Graph or SuperFonts after May 17

and do not have the file TO.PAINT on your disk, you can get a free copy of TimeOut Paint. Return your original Graph or SuperFonts disk and proof of date of purchase to Beagle. If you purchased Graph or SuperFonts before May 17, 1988, you can get Paint for $23.50 by returning your original Graph or SuperFonts disk to Beagle Bros with your payment. TimeOut Paint is not available through the Beagle Buddy program.

Beagle Bros also announced the availability of MacroTools II, a 2-sided disk filled with macros and other AppleWorks enhancements. Most of the applications on MacroTools II require that you have TimeOut UltraMacros. **NAUG** will publish a review of MacroTools II in a future issue of the ***AppleWorks Forum***.

Finally, Beagle Bros demonstrated TimeOut TeleCom, a module that adds telecommunications capability to AppleWorks. TeleCom lets AppleWorks users communicate with information services and bulletin boards without leaving AppleWorks. Beagle did not announce a release date or price for TeleCom.

Figure 1: Higher Prices for Apple Products

Product	Previous list price	New list price	Percent increase
Apple IIe	$829	$829	0%
Apple IIGS	999	1,149	15%
5.25-inch disk drive	299	329	10%
3.5-inch disk drive	399	429	8%
AppleColor RGB Monitor	499	599	20%
AppleColor Composite Monitor	379	399	5%
Apple Monochrome Monitor	129	159	23%
Apple 256K memory expansion	69	159	130%
Apple IIGS memory expansion card	129	229	78%

[Source: MacWeek]

Where to Get More Information

Claris Corporation
440 Clyde
Mountain View, CA 94043
(415) 960-1500

Apple Computer
20525 Mariani Avenue
Cupertino, CA 95014
(408) 996-1010

Beagle Bros
6215 Ferris Square, Suite 100
San Diego, CA 92121
(619) 452-5500

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New Hardware

Much of the hardware news of interest to AppleWorks users focused on a computer that many Apple owners think was forgotten by the industry, the Apple IIc.

Apple Computer: Apple Computer announced the Apple IIc Plus, which replaces the now discontinued Apple IIc. The IIc Plus has a faster 65C02 processor, a built-in 3.5-inch 800K disk drive, a built-in power supply, and 128K of RAM (expandable to 1.15 megabytes).

The 4-megahertz microprocessor in the IIc Plus is important for AppleWorks users working with large files. The Apple IIc Plus runs AppleWorks approximately four times faster than the standard processor in the Apple IIc and IIe. It is comparable to the speed of an Apple IIGS, or an Apple IIc or IIe equipped with an accelerator card or speed-up chip.

The 3.5-inch disk drive built into the Apple IIc Plus lets AppleWorks users prepare a single 3.5-inch program disk that contains the AppleWorks program and numerous TimeOut enhancements. This reduces the need for disk swapping on a floppy-disk drive system.

Applied Engineering will produce a memory expansion board for the IIc Plus (see below); memory boards developed for the Apple IIc are not compatible with the Apple IIc Plus.

The Apple IIc Plus has a suggested list price of $859 when equipped with a monochrome monitor, or $1,099 with a composite color monitor. The unit represents an attractive alternative for AppleWorks users who want a computer that is small, unobtrusive, less expensive than a comparably equipped Apple IIe, and as fast as an Apple IIGS.

Applied Engineering: Applied Engineering announced "Ram Express", an expanded memory card for the Apple IIc Plus. The Ram Express card plugs into the expansion connector on the motherboard of the IIc Plus and is also compatible with

Apple IIc computers produced since 1986. The Ram Express card comes with Applied Engineering's AW 2 Expander, which increases the capacity of the AppleWorks clipboard, and increases the maximum size of AppleWorks word processor and data base files. Prices for the Ram Express are comparable to those for the company's RamWorks III cards. An internal clock is also an option for the Ram Express card.

Chinook Technology: Chinook Technology unveiled the CT-20C, a 20-megabyte hard disk drive for the Apple IIc and IIc Plus. The Chinook drive adds storage capacity, convenience, and speed to the IIc and IIc Plus, and lets IIc owners enjoy the benefits of a hard disk system. The CT-20C plugs directly into the disk drive port of the IIc or IIc Plus, and requires no modification to the computer. Users can also convert the drive to a SCSI device for use with IIe, IIGS, or Macintosh computers. The unit includes EasyDrive, a hard disk utility program from Quality Computers. The CT-20C has a suggested list price of $750.

Bad News

Just before AppleFest, Apple Computer announced significant price increases on most of its computers and accessories. *Figure 1* lists the price changes that will affect AppleWorks users.

Apple's higher prices make the new Apple IIc Plus monochrome system ($859) equipped with a Chinook CT-20C hard disk drive ($750) an attractive option for AppleWorks users. Those who need more than 56K of desktop can add 512K of RAM with the Applied Engineering Ram Express card ($399). All products are available at significant discounts from mail-order vendors. ▩

Claris Announces Upgrade Program

Claris Corporation recently announced a comprehensive program to help AppleWorks, MultiScribe, and AppleWriter owners upgrade to the current versions of AppleWorks and AppleWorks GS. *Figure 1* summarizes the prices for the different upgrade options. To take advantage of this upgrade offer, you *must* obtain an upgrade kit and order form from Claris. For more information, and to obtain the necessary forms, call Claris at (800) 544-8554 from Monday to Friday between 8:30 a.m. and 5:30 p.m. Pacific Time.

Will You Have to Choose between AppleWorks and AppleWorks GS?

Although AppleWorks and AppleWorks GS are closely related programs, they are separate products. If you buy or upgrade to a Claris version of AppleWorks, you become eligible for updates to that program. If you upgrade to AppleWorks GS, you also become eligible for future AppleWorks GS upgrade offers. Purchase upgrades to both AppleWorks and AppleWorks GS, and you become eligible for future updates to both programs.

What If You Don't Own AppleWorks?

If you do not already own AppleWorks, Claris' upgrade program gives you an opportunity to get both AppleWorks 2.1 and AppleWorks GS at significant savings over their regular combined prices. You should buy AppleWorks 2.1 from a Claris dealer, then take advantage of the AppleWorks GS update offer.

AppleWriter and MultiScribe owners who want both AppleWorks 2.1 and AppleWorks GS can save money by first upgrading to AppleWorks 2.1 and then upgrading their new copy of AppleWorks to AppleWorks GS.

Figure 1: AppleWorks Upgrade Options

From	to AppleWorks 2.1	to AppleWorks GS
AppleWorks 1.x	$75	$169
AppleWorks 2.0	Free	99
AppleWorks 2.1	--	99
MultiScribe	169	169
MultiScribe GS	149	149
AppleWriter	75	169

How to Get Help with AppleWorks

by Warren Williams

One of the advantages of using a popular program like AppleWorks is the many ways you can get help solving a problem or answering a question. Here are some ways to get help with AppleWorks:

Members Helping Members: Call a nearby **NAUG** Members Helping Members volunteer. Lists of **NAUG** members who offer free AppleWorks telephone consulting help appear in the Members Helping Members section in the ***AppleWorks Forum***. Locate a member in your state and give that person a call.

Claris Corporation: Claris offers free technical support for AppleWorks during normal business hours (9 a.m. - 5 p.m., Pacific Time). You can call Claris Technical Support at (415) 962-0371. If you have a modem, you can communicate with Claris Technical Support on the CompuServe Information System. Issue the CompuServe command "GO APPVEND" to get to the Claris area.

If you have an AppleWorks question about prices and availability, contact Claris Customer Relations at (415) 962-8946.

Online Services: NAUG members can contact the Electronic Forum, **NAUG**'s electronic bulletin board, at (313) 492-8090. The Electronic Forum has received almost 15,000 calls from AppleWorks users around the country. *[For help getting started with the Electronic Forum, see the article entitled "How to Get Started with the NAUG BBS" in the June 1988 issue of the **AppleWorks Forum**. Also send NAUG a self-addressed, stamped, #10 envelope and request the 16-page Bulletin Board Command Summary.]*

CompuServe has an active AppleWorks Special Interest Group run by **NAUG** member Dave Gair. Issue the command "GO APPLETWO" and select "Apple II/Apple III Interest Groups" to get to the AppleWorks area on CompuServe.

GEnie does not have a separate AppleWorks area, but GEnie's Apple II Roundtable gives you access to many helpful AppleWorks users. Issue the command "A2" at any colon prompt to visit the Apple II area on GEnie. The Apple II Roundtable is run by **NAUG** member Tom Weishaar, publisher of the *Open Apple* newsletter.

NAUG member Oliver Roosevelt coordinates the AppleWorks Special Interest Forum on AppleLink–Personal Edition. Type an Apple-K (for "Keyword") and enter "AW" to go directly to the AppleWorks area on AppleLink—PE.

Local Users Groups: AppleWorks is such a popular program that most local users groups have a Special Interest Group (SIG) that deals specifically with AppleWorks. Apple Computer dealers usually know how to contact a local users group. If your dealer does not know the name of a local users group, contact the Apple Users Group Connection at (800) 538-9696, extension 500, to get the name and telephone number of a group near you. *[A suggestion: Make two calls. They will only give you the names of three groups on each call.]*

Your Local Dealer: If you have a problem with your Apple Computer hardware, you should contact your local Apple dealer. You can also get help from the Apple Computer technical support staff in two areas on AppleLink–PE. Issue an Apple-K command followed by the keyword "Apple" to go to Apple Headquarters or an Apple-K followed by the keyword "AHD" to the go the Apple Hardware Forum on AppleLink.

How to Speed Up Spreadsheet Applications

by David Gair

If you work on large spreadsheets, you are probably frustrated by how long it takes every time you make an entry in a cell. No matter how minor your change, AppleWorks recalculates every cell in the spreadsheet, whether or not your change affected that cell.

Here are three tips to help you speed up the operation of the spreadsheet module:

1. Get version 2.1 of AppleWorks. While earlier versions of AppleWorks recalculate every cell when you make any change to a spreadsheet, version 2.1 only recalculates cells that are affected by your change. This dramatically speeds up AppleWorks' ability to manage large spreadsheets. *[Ed: See the August 1988 issue of the **AppleWorks Forum** for information about version 2.1 of AppleWorks.]*

2. Set calculation in your spreadsheet to "Manual". Make all your changes, then use the Apple-K command to order AppleWorks to recalculate the entire spreadsheet.

   Follow these steps to turn off the automatic recalculation feature in AppleWorks and make calculation "manual":

   A. Get your spreadsheet on the screen and issue an Apple-V command.

   B. Indicate you want to change the "Recalculation" feature in AppleWorks.

   C. Indicate you want to change the "Frequency" of recalculation.

   D. Indicate you want to make calculation "Manual".

   E. Issue an Apple-S command so recalculation is automatically set to "Manual" whenever you work with that spreadsheet.

3. Follow these steps to force AppleWorks to recalculate only a single cell in your spreadsheet:

   A. Use the Apple-V command to set the frequency of recalculation to "Manual".

   B. Put the cursor on the cell you want to recalculate.

   C. Issue an Apple-U command.

   D. Press the Space Bar.

   E. Press the Delete Key.

   F. Press the Escape Key.

AppleWorks will recalculate the current cell, but no other cell in the spreadsheet. *Figure 1* shows these steps as an UltraMacros macro.

Although you can use this technique to force any version of AppleWorks to recalculate a single cell, be careful. If the cell you are recalculating is based on cells that are themselves calculated, AppleWorks will not recalculate those underlying cells. Instead, AppleWorks will base its calculations on the old values in the other cells. That will yield an incorrect result in the cell just recalculated.

[David Gair is a contractor in Los Angeles, California and is the AppleWorks SIG leader on the MAUG Forum on CompuServe.]

Figure 1: Macros that Calculate a Single Cell

```
R:<asp><oa-v>rfm!     {Sets recalculation to manual }

K:<asp><oa-!:                  { Forces insert cursor }
oa-u:                                {Enters edit mode }
spc:          { Press spacebar to "change" the cell }
del:               { Restore cell to original state }
rtn>!      { completes "edit"; forces recalculation }
```

How to Transfer AppleWorks Data to Macintosh Computers

by William Marriott

This is the third in a series of articles that describe how to transfer AppleWorks files to other computers. The first two articles in this series described how to link AppleWorks to MS-DOS and laptop computers. In this article, Mr. Marriott describes how to transfer AppleWorks files to a Macintosh. The article assumes you are familiar with basic Macintosh operations.

Every different type of computer offers different strengths and uses different types of software. Those of us who can transfer files between computers can benefit from the combined advantages of the different systems. AppleWorks users who can transfer AppleWorks files to other computers enjoy a flexibility and power not available on typical Apple II systems.

In this article, I describe five ways to transfer AppleWorks word processor, data base, and spreadsheet files to Macintosh computers. You can use these techniques to:

- Link home and office computers.
- Transfer AppleWorks files into a desktop publishing program on a Macintosh to produce professional quality output.
- Work in the mixed Macintosh and Apple II environment that is common in schools and offices.

Works to Works

These techniques are made easier by two related Macintosh programs. The first program, "Apple File Exchange" (AFE), is shipped with each Macintosh computer. AFE enables Macintosh computers to read MS-DOS and ProDOS disks. AFE requires "translator files" for each type of file you want to convert to Macintosh format. The second program, "Works to Works", is a translator that converts AppleWorks data to the format used by Microsoft Works, a Macintosh program similar to AppleWorks. *[Ed: See the sidebar entitled "Where to Get Conversion Software" for information about how to get AFE and Works to Works.]*

Once you convert an AppleWorks file into Works format on the Macintosh, you can import the file into a number of Macintosh programs including Excel, Microsoft Works, Microsoft Word, Microsoft File, and Quark XPress 2.0.

Using 3.5-inch Disk Drives to Transfer AppleWorks Files

The easiest way to transfer files to the Macintosh from AppleWorks is to use a 3.5-inch disk. For this procedure, you need the following equipment and software:

1. A 3.5-inch disk drive connected to an Apple II.
2. A Macintosh computer with at least two disk drives (one of which can be a hard disk) and a megabyte of memory.
3. The AFE program.
4. The Works to Works translator.
5. Microsoft Works, or any other Macintosh program that can import Works files.

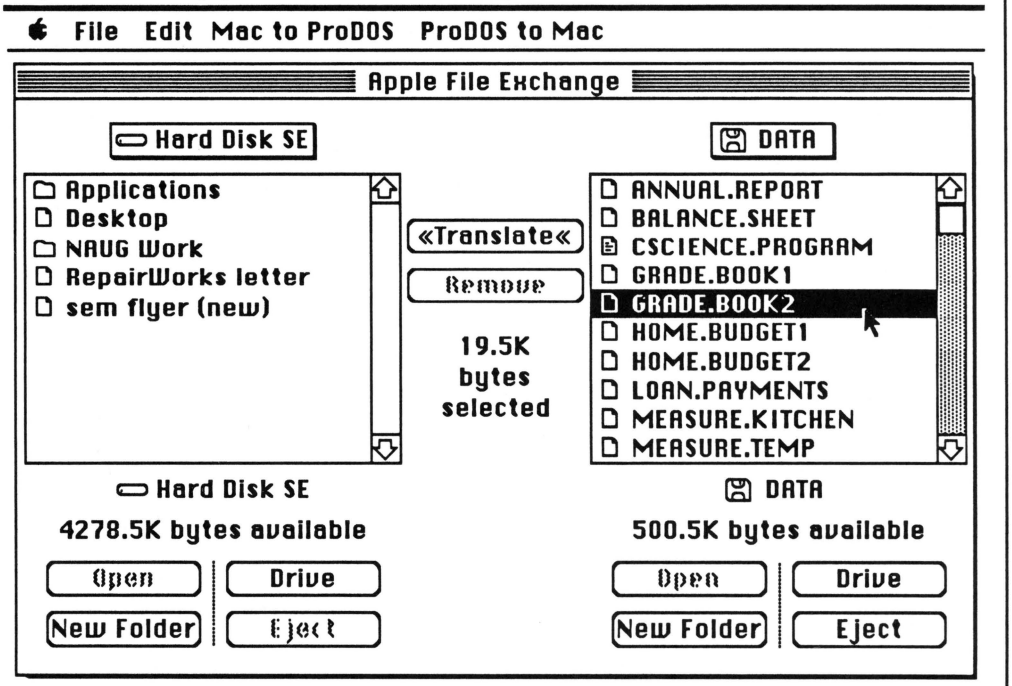
Follow these steps:

1. Save your AppleWorks file on a 3.5-inch disk. You can use the Apple-S command to save the file; you do not need to save the file in ASCII format.

2. If you have a hard disk drive in your Macintosh, create a single folder that contains both the AFE program and the Works to Works translator. The two must be in the *same* folder for the conversion to work properly. Then, double click on the AFE icon to start the program.

   If you have two floppy disk drives on the Macintosh, prepare a startup disk that has a system folder and a second folder that contains both the AFE program and Works to Works. Boot the Macintosh with this disk and run the AFE program.

Figure 1: Apple File Exchange Screen



3. Insert a 3.5-inch AppleWorks data disk into an empty drive in the Macintosh. The right-hand window now lists the files on that disk and two new menus appear at the top of the screen: "Mac to ProDOS" and "ProDOS to Mac".

   Figure 1 depicts a typical Macintosh screen that appears after you insert an AppleWorks data disk. The field on the left lists the files on the Macintosh disk; the field on the right lists the files on the AppleWorks data disk.

4. Pull down the "ProDOS to Mac" menu to display the options available when converting ProDOS files to Macintosh format. Three of the choices on the list are "AppleWorks to MS-Works", "Text Translation...", and "Default Translation". If these choices do not appear, quit AFE and check to see that Works to Works is in the AFE folder.

5. Select the AppleWorks files you want to convert into Works format and click on the "Translate" button. AFE will create Microsoft Works files on the Macintosh disk that preserve the text and formatting commands you entered in AppleWorks.

6. Quit the AFE program.

The files created by AFE are now on your Macintosh disk for use by Microsoft Works and other programs that can import Works files.

If You Do Not Have A 3.5-inch Drive

If you do not have a 3.5-inch disk drive, there are at least three ways to transfer AppleWorks files to a Macintosh. Each method uses cables or modems to transfer the AppleWorks file to the Macintosh, then uses Works to Works to create a file compatible with Microsoft Works.

Use an electronic bulletin board: You can upload the file from your Apple II to an online service or electronic bulletin board, then download the file into the Macintosh. Follow these steps to accomplish that transfer:

1. Boot up an Apple II communications program that supports the XModem transfer protocol.
2. Send the AppleWorks file to a bulletin board or online service such as CompuServe or GEnie.
3. Log onto the service with a Macintosh using communications software that supports XModem transfers (e.g., the communications module in Works). Download the file using XModem.

Working with Microsoft Works Files

Here is what happens to AppleWorks files that are converted to Microsoft Works:

- **Word processor files**: All text is converted to 9-point Monaco, a mono-spaced (non-proportionally-spaced) font supplied with every Macintosh. Most AppleWorks formatting commands are retained. For example, Works recognizes the boldface and underline commands entered into AppleWorks. The margin settings and indented paragraphs are also maintained.

  You should delete all headers and footers before transferring your file from AppleWorks; Works to Works does not translate headers and footers correctly. Enter new headers and footers in Works after you transfer the file.

- **Data base files:** AppleWorks category names are maintained in the transferred file, as are the single- and multiple-record formats. Some re-formatting may be required to match the AppleWorks screen. AppleWorks report formats are not transferred into Works.

- **Spreadsheet files:** All AppleWorks values, labels, and formulas are converted into Works format. However, labels that span two or more cells in AppleWorks are not transferred properly. Finally, there may be small differences in calculation results because of the different arithmetic routines in each computer. The arithmetic differences will have the biggest impact on formulas that use the @IF or @LOOKUP functions to determine values.

Although Works files can be read by all Microsoft programs, including Excel and Word, most page layout programs read Microsoft Word files, not Works files. If you intend to use the files in page layout software, you can open the Works file with Word, then save the file in Word format.

Remember that you can use all the formatting and stylistic features available on the Macintosh to enhance your document. For example, you should change the type to a proportional font such as Geneva or New York. If you are using a LaserWriter, change to a LaserWriter font, such as Times or Helvetica.

You should also "curl" the quotes in the document. You can do this manually by using the Replace Command in Works, or you can use programs like Macify and Add/Strip that automate this process.

Where to Get Conversion Software

Apple File Exchange, the software that converts MS-DOS and ProDOS files, is produced by Apple Computer, and is available from Apple dealers.

Works to Works is a public domain utility developed by Productivity Software. Apple dealers can download Works to Works from the AppleLink dealer network. Works to Works is also available from local Macintosh users groups and national online services, such as CompuServe and GEnie.

The Macintosh utilities Add/Strip and Macify are "shareware" programs. You can copy and distribute these programs, but the authors request that you pay for the software once you begin to use it. These programs are also available from local Macintosh users groups and national online services, such as CompuServe and GEnie.

The Macintosh programs Apple File Exchange, Works to Works, Add/Strip, and Macify are also available on the "AppleWorks to Macintosh Transfer Disk" in the **NAUG** Public Domain Library. Documentation for the programs is included as word processor files on the disk. For a copy of the "AppleWorks to Macintosh Transfer Disk", send $6 and $2 shipping and handling to **NAUG**.

MacTransfer costs $82 with the connecting cable, and is available from Southeastern Software, 7743 Briarwood Drive, New Orleans, LA 70128; (504) 246-8438.

The AppleWorks file will appear on your disk as an unidentified document that can be converted to Works format with Works to Works (see below).

Use a local area network: You can transfer the file through a local area network. For example, the AppleShare network and AppleWorks Network software let you transfer AppleWorks files to Macintosh disks as if those disks were attached directly to the Apple II.

Connect the computers with a cable: You can connect the serial ports on the Apple II and Macintosh and transfer the file over a cable. Follow these steps:

1. Connect the Macintosh to the Apple II as if the Macintosh were an ImageWriter II printer. Use a standard ImageWriter II cable on the Apple II.
2. Load communications software into both machines. Make the settings identical on both communications programs (for example, 9600 baud, 8 data bits, no parity, 1 stop bit), and test the connection by typing a few keys on the Apple keyboard — characters should appear on the Macintosh screen.
3. Send the AppleWorks file to the Macintosh using XModem protocol.

Each of these methods creates a file on the Macintosh that preserves the internal format of the original AppleWorks file.

No matter which of these three methods you use, the file on the Macintosh now includes all the characters and formatting commands that appear in the original AppleWorks file. You must use Works to Works to convert the file from AppleWorks to Works format.

Use Works to Works to Convert the File

Follow these steps to convert the file into Microsoft Works format:

1. Run the AFE program on the Macintosh.
2. Click the "Drive" button under the right-hand field of the AFE window and select the Macintosh disk that contains the AppleWorks file. The menu bar at the top of the screen will now display "Mac to Mac".

Converting Large AppleWorks Files

If your Apple II computer has more than 128K of memory, you may be accustomed to working with relatively large AppleWorks files.

While it seems unlikely, a 1-megabyte Macintosh does not have sufficient memory to translate AppleWorks files larger than approximately 350K. This is because the Macintosh operating system, Apple File Exchange, and Works to Works must be in memory when you convert an AppleWorks file.

In addition, Works to Works cannot translate AppleWorks files that are segmented across two or more ProDOS disks.

The solution is to save large AppleWorks files as two or more smaller files, then recombine the files on the Macintosh.

3. You must add "AppleWorks to MS-Works" to the Mac to Mac menu. Follow these steps:
   A. Select "Other Translations" from the Mac to Mac menu. A dialog box will appear.
   B. Click on the button labeled "Add".
   C. Scroll to the "AppleWorks to MS-Works" translator and double-click on it.
   D. Click the "OK" button.

These steps add the "AppleWorks to MS-Works" translator to the Mac to Mac menu. You can now follow the procedures described earlier to convert the AppleWorks file to Works format.

Use MacTransfer to Transfer the Files

If you do not have a 3.5-inch disk drive on your Apple II, you can use a commercial communications program called MacTransfer to move files to the Macintosh. MacTransfer comes complete with software for the Macintosh and Apple II.

MacTransfer offers a simple, menu-driven method to transfer files from AppleWorks to the Macintosh. However, there are two disadvantages to using MacTransfer. First, MacTransfer handles only text files. You must convert your AppleWorks

file into a text file before transferring the file to the Macintosh. Second, since AppleWorks strips the formatting codes from text files, files transferred with MacTransfer will have to be reformatted on the Macintosh. However, if you do not have a 3.5-inch disk drive on your Apple II, MacTransfer offers an easy way to get files to your Macintosh.

Conclusion

If you have a 3.5-inch disk drive on your Apple II, transferring AppleWorks files to a Macintosh is relatively simple. Without a 3.5-inch drive, that transfer is less convenient, but still easily accomplished. No matter which method you use, the ability to transfer AppleWorks files into the Macintosh environment adds power and flexibility to AppleWorks.

Members Helping Members Data Base Available on Disk

You can now get an electronic copy of **NAUG's** Member Helping Members data base. The file contains a list of more than 150 consultants and the technical support they offer.

Use the Apple-R command in the data base module to search this list for volunteers who offer the technical support you need.

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How to Determine Column Sizes in Tables Format Reports

by Jim Greenberg

Have you ever truncated data when you print an AppleWorks tables format report? When you define a tables report format, AppleWorks displays the first three records in the file to help you determine the correct width for each column. Unfortunately, that often proves inadequate. Sometimes you make a column too narrow and the longest entries in that column get truncated when you print the report.

The trick is to get the records with the longest entries to appear on the screen as you define the widths of the different columns. Since AppleWorks shows the first three records in the file, an effective work-around is to arrange the data so the records with the longest entries are at the beginning of the file.

Here is an example that should clarify this technique. Imagine that you are working on a name and address data base file and some addresses and city names are longer than others. You want to allow enough room for the longest entry in those two categories. Proceed as follows:

1. Display the records in multiple record layout and identify the record with the longest address.
2. Enter the letters AA before the last name of that person.
3. Scan the records and identify the record with the longest city name. Once again, enter the letters AA before the last name of that person.
4. Use the Apple-A command to arrange the records in alphabetical order based on the last name category. Since you put the letters "AA" before the last names of the people with the longest address and city entries, those records are now at the beginning of the file.
5. Create a tables format report. AppleWorks displays the first three records in the file as you create the report, so the two records with the longest entries will appear on your screen. Use those records as a guide to help you set the appropriate column widths.
6. Press the Escape Key repeatedly until you return to Review/Add/Change mode and remove the letters "AA" from the two records.
7. Issue an Apple-A command and arrange the records in the order you want them to print.
8. Issue an Apple-S command to save your work.
9. Issue an Apple-P command and print the report.

Be careful to examine the report to insure that no other entries exceed the column widths you set. ▩

[Dr. Jim Greenberg is a pediatrician and anesthesiologist at the Albert Einstein Medical Center in Philadelphia, Pennsylvania.]

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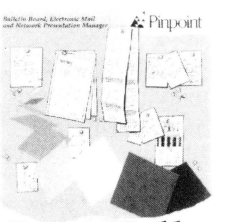

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An Introduction to Compiled Macros

by Mark Munz

This is the third in a series of articles about how to use TimeOut UltraMacros. Last month, Mr. Munz described how to create keyboard macros. This month, he introduces the topic of compiled macros.

In the first two articles in this series you learned about the features UltraMacros adds to AppleWorks and how to prepare and use keyboard macros. This month, I will introduce the powerful programming language built into UltraMacros with a tutorial that describes how to write a compiled macro.

By the end of this article, you should know how to write and "compile" an UltraMacros macro.

Compiled Macros vs. Keyboard Macros

Although keyboard macros are easy to create, they suffer from the following limitations:

- Keyboard macros are "global": you cannot develop keyboard macros that work in only one AppleWorks module.
- It is difficult to create keyboard macros that require numerous keystrokes.
- Keyboard macros cannot call for keyboard input nor can they include any "branching logic".

Although compiled macros are more difficult to construct, they offer the following advantages over keyboard macros:

- Compiled macros are more powerful: They can look at what appears on the AppleWorks screen and make decisions based on rules you describe.
- Compiled macros can perform operations not possible with keyboard macros. For example, a compiled macro can pause, wait for a keystroke entry, then automatically resume operation.
- Compiled macros are easy to describe and share with others.

Getting Started

It is best to conceptualize macro writing as a five-step process:

1. Determine the steps required to do the job.
2. Break down each task into the keystrokes required to perform that operation.
3. Prepare an AppleWorks word processor document with the UltraMacros commands that correspond to those keystrokes.
4. Use the UltraMacros compiler to compile the macro.
5. Test the macro and correct any mistakes you discover.

Like all programming languages, UltraMacros has a set of commands and a structure you must follow. Since the commands correspond to familiar AppleWorks operations, it is relatively easy to learn and use this programming language.

Every macro consists of "text" and "tokens" you type into an AppleWorks word processor document. All AppleWorks activities can be represented by one or the other as follows:

Text: Anything you type at the keyboard other than AppleWorks and UltraMacros commands. Text includes the upper- and lowercase letters A through Z, numerals, and punctuation.

Tokens: Abbreviations for an UltraMacros or AppleWorks command, or any non-text keystroke. For example, "<del>" means "Press the Delete

Figure 1: Common UltraMacros Tokens

Keystroke Tokens

`<del>`	Delete Key
`<esc>`	Escape Key
`<rtn>`	Return Key
`<tab>`	Tab Key
`<left>`	Left Arrow Key
`<right>`	Right Arrow Key
`<up>`	Up Arrow Key
`<down>`	Down Arrow Key
`<spc>`	Space Bar

Other Keystroke Combinations

These abbreviations, when combined with a keyboard character, form tokens representing several possible keystrokes and commands:

`<oa- >`	Open Apple Key
`<sa- >`	Solid Apple Key
`<ba- >`	Both Apple Keys
`<ctrl- >`	Control Key
`<ba-ctrl- >`	Both Apple Keys and Control Key

Examples:

`<oa-p>`	Print
`<sa-h>`	Solid Apple and H Keys
`<oa-right>`	Open Apple and Right Arrow Keys
`<sa-ctrl-c>`	Solid Apple Key, Control Key, and C

Key". "<rtn>" means "Press the Return Key", and "<oa-P>" means "Enter an Open Apple-P". Tokens begin with the "<" character and end with the ">" character.

Figure 1 lists the most frequently used tokens recognized by UltraMacros.

You can see how some of those tokens are used in *Figure 2* , which presents the macro we will develop in this tutorial. This macro takes you to the Main Menu from anywhere within AppleWorks and automatically creates a new word processor document called "Untitled". Examine the macro to see the use of text and tokens in the UltraMacros programming language.

Beginnings, Endings, and Formats

Every macro must follow a carefully defined sequence. Here is the sequence for the simplest form of a macro:

1. The word "start" appears on a line by itself at the beginning of the word processor file.
2. A token to specify the keystroke that will "call" the macro.
3. A colon (:).
4. A token to specify the AppleWorks module(s) in which the macro can be used.
5. Tokens and/or text constituting the macro.
6. An exclamation mark to indicate the end of the macro.

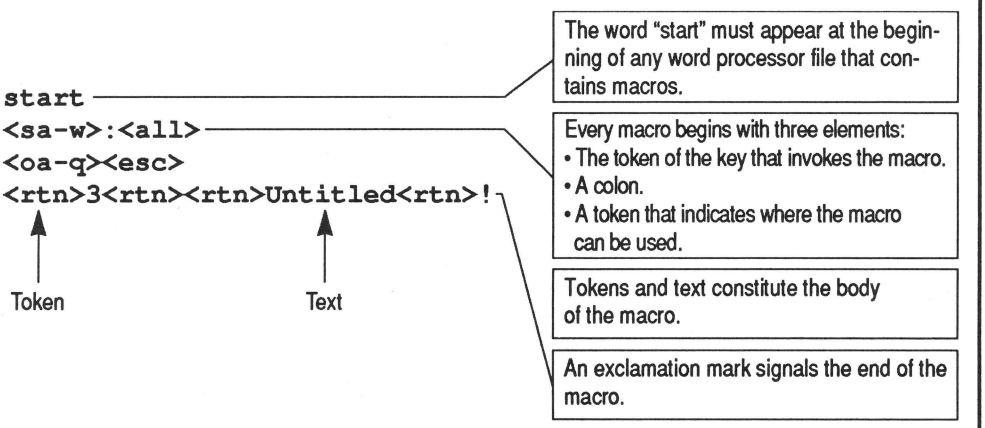
Now, you will prepare the macro in *Figure 2*.

Writing a Macro

1. Boot a copy of AppleWorks enhanced with UltraMacros, and create a new word processor document from scratch. Name the document "Tutorial Macro". Remember that you write macros in word processor documents, so you will use this word processor document for the sample macro.
2. Type the word "start" on a line by itself and press the Return Key. *[Ed: In this tutorial, quotation marks appear around text you should enter. Do not type the quotation marks.]*
3. Every macro must begin with the token which names the key you will use to invoke the macro. You will invoke this macro by typing a Solid-Apple-W, so type "<sa-w>". Remember to type the left and right brackets; they specify you are entering a token.
4. Type a colon.
5. Type a token to indicate where the macro can be used in AppleWorks. The five tokens that indicate the "domain" of a macro are as follows:

Figure 2: Anatomy of a Macro

The macro below contains each of the elements necessary for a complete macro.



`<all>` - everywhere in AppleWorks
`<awp>` - in the word processor
`<adb>` - in the data base
`<asp>` - in the spreadsheet
`<ato>` - in a TimeOut application

Since you want the macro to be available at any time, type the token "<all>". Press the Return Key to start a new line on your screen. Although this Return has no impact on the operation of your macro, it makes the macro easier to understand and edit.

6. Next, enter the portion of the macro that returns you to the AppleWorks Main Menu. Since the keystrokes Open-Apple-Q followed by Escape take you to the Main Menu from anywhere within AppleWorks, you must enter the tokens representing those keystrokes.

   Type the tokens "<oa-q><esc>" and press the Return Key. Your screen should look like this:

```
start
<sa-w>:<all>
<oa-q><esc>
```

Now you will tell AppleWorks to "Add Files to the Desktop", add a new word processor file, and name that file "Untitled".

7. Issue an Apple-Q command, return to the AppleWorks Main Menu and write down the keystrokes necessary to create a new document with the name "Untitled". The keystrokes are as follows:

```
Return, 3, Return,
Return, Untitled,
Return
```

   Note that each "Return" will be replaced by the token "<rtn>", but the number "3" and the word "Untitled" are text.

8. Issue an Apple-Q and return to the document "Tutorial Macro" that contains the macro. Add the tokens and keystrokes necessary to complete the macro. That is, enter the following line of text:

```
<rtn>3<rtn><rtn>Untitled<rtn>
```

9. Type an exclamation mark to indicate the end of the macro. Your screen should look like this:

```
start
<sa-w>:<all>
<oa-q><esc>
<rtn>3<rtn><rtn>Untitled<rtn>!
```

10. Issue an Apple-S command to save this macro as a word processor file on your AppleWorks data disk. If anything goes wrong, you can load that file onto the desktop and edit the file.

Compile the Macro

Now you must "compile" the macro. This process converts the word processor document into a form that can be used by UltraMacros. Get the word processor file containing the macro on the screen and proceed as follows:

1. Hold down the Open Apple and Escape Keys to call the TimeOut Menu.
2. Select "Macro Compiler".
3. Press the Return Key three times to accept the default settings for the Macro Compiler.

The compiler looks at the word processor document that is active and converts your tokens and

text into UltraMacros code. The compiler then tells you whether or not it encountered errors in the syntax of your macro. The Macro Compiler should report "Compiling macro W" and then display the message, "No errors".

Your new macro is now "active". Press the Space Bar to return to the word processor, then press the Solid Apple and W keys to invoke the macro. The macro quickly returns you to the Main Menu and creates a new word processor document called "Untitled".

Unfortunately, this macro is temporary and will disappear the next time you boot up AppleWorks. This macro also temporarily replaces all the macros built into UltraMacros.

You have now created and used your first macro. Next month, I will describe how to save compiled macros and include them in the set of macros that is loaded each time you start AppleWorks.

[Mark Munz, author of Late Night Patches, SoftWorks, and several macros on the MacroTools disk, is the AppleWorks SIG leader for Northwest Apple Pickers, in Tacoma, Washington.]

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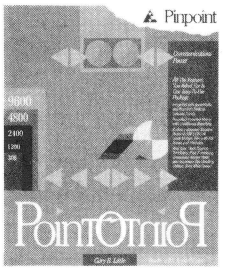

Pinpoint

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Good Buys

Excellent Price for a Laptop Computer

If you want an inexpensive laptop computer that you can integrate with AppleWorks, consider the Radio Shack Tandy 600. Radio Shack is discontinuing the Tandy 600 and is selling its remaining units for $450. (When first introduced, the Tandy 600 sold for $1500.)

The Tandy 600 includes 32K of RAM (upgradeable to 224K), an 80-character by 16-line LCD screen, a 360K non-Apple-compatible 3.5-inch disk drive, and a 300 baud modem.

The Tandy 600 has word processing, spreadsheet, data base, telecommunications, and appointment calendar programs built into the unit. You create documents with the 600 and use a cable or the built-in modem to transfer the files into AppleWorks. Directions to help with this transfer appear in the October 1988 issue of the ***AppleWorks Forum***.

An Easy Way to Insert Footnotes

by Charles Kraemer

The ability to insert footnotes in AppleWorks documents is a continuing concern of **NAUG** members. If you do a lot of writing that requires footnotes, you should get UltraMacros and the AppleWorks Footnote System Disk described in the August 1988 issue of the ***AppleWorks Forum***. *[Ed: The AppleWorks Footnote System Disk is available from the NAUG Public Domain Library for $4 plus $2 shipping and handling.]* However, if you only need an occasional footnote or if you don't own UltraMacros, consider the following procedure. In this process you insert footnotes as text in a document, then use the Move Command to place the footnote at the bottom of the page.

Figure 1: Sample Text with Footnote

```
...Festinger (1959) reported similar findings about
attitudes and attitudinal change in his studies of cog-
nitive dissonance reported almost two decades before
Jones' work.^*^  [An excellent summary of Festinger's
findings appear in ^Everything You Need to Know about
Human Psychology^, New York: Fantasy Press, 1980.]  This
suggests the continuing importance of work on....
```

Step-by-Step Procedures

Follow these steps:

1. Type your paper as you would normally enter text into the word processor. When you come to a place where you need a footnote, enter a Superscript Begin Command, an asterisk (or some other character you don't normally use when typing) and a Superscript End Command. (A suggestion: Copy the superscript begin mark, asterisk, and superscript end mark onto the AppleWorks clipboard. You will need this string of characters repeatedly during this process.)
2. Type the footnote surrounded by square brackets. The brackets differentiate the footnote from the rest of your text. The document should look like the example in *Figure 1*.
3. Edit the text until you have a final version of the document.
4. Format the document. For example, set the margins, indents, and characters per inch.
5. Issue an Apple-S command to save the document.
6. Issue an Apple-1 command to move to the beginning of the document.
7. Issue a Replace Command and replace the first asterisk with the number "1".
8. Copy the superscript begin mark, the number one, and the superscript end mark to the beginning of the footnote.
9. Count the number of lines that will be used by the footnote. Add one to that count to allow for a blank line between the text on the page and the footnote.
10. Issue an Apple-K command to determine the page breaks in the document.
11. Put the cursor on the line at the bottom of the page on which the footnote will occur. Count up the number of lines determined in step 9 above. Note this position; this is where you will place the footnote.
12. Use the Apple-M command to move the footnote to the position identified in step 11.

Word Processor Tip...

13. Type a solid line above the footnote to separate it from the text of the document.
14. Delete the brackets around the footnote.
15. Insert a New Page Command at the end of the footnote. (If there is more than one footnote at the bottom of the page, issue the New Page Command after the last footnote.)
16. Repeat steps 6-15 as necessary to place the rest of the footnotes.
17. Use the Apple-N command to change the name of the document and save the document on disk under this separate name. You now have two copies of the file on your disk, one that is formatted with the footnotes at the bottom of the page and one with the footnotes integrated with the text of the document. You should make any minor revisions to the formatted document. However, it is easier to make major text changes on the file you saved before you moved the footnotes to the bottom of the pages.

The best approach to footnotes is to use the style recommended by the American Psychological Association which puts footnotes on a separate page. However, if you need occasional footnotes at the bottom of the page, this procedure should prove satisfactory. ▒

[Dr. Charles Kraemer is an experimental psychologist and Chair of the Psychology Department at LaGrange College, LaGrange, Georgia.]

Call the NAUG Bulletin Board

■■■■■■■■ Free Gift ■

Call the Electronic Forum Bulletin Board at (313) 482-8090. If you are the 15,000th caller you will receive a free one-year extension to your **NAUG** membership.

Quick Tip

How to "Undelete" Text

by Roger Shaddick

You probably know that AppleWorks does not have an "undelete" command. Text deleted with the Apple-D command is gone to electronic never-neverland unless you have an earlier version of the document stored on disk.

There is a solution to this problem: Use the Apple-M command to move text onto the AppleWorks clipboard instead of using Apple-D. Text you accidentally remove from the document with Apple-M can easily be restored by moving the text back into the document from the clipboard.

One word of caution when using the clipboard: Unless you have Triple Clipboard (on the TimeOut PowerPack disk), the clipboard can only hold one item at a time. Any new text moved to the clipboard using either Apple-M or Apple-C will replace any items already on the clipboard. ▒

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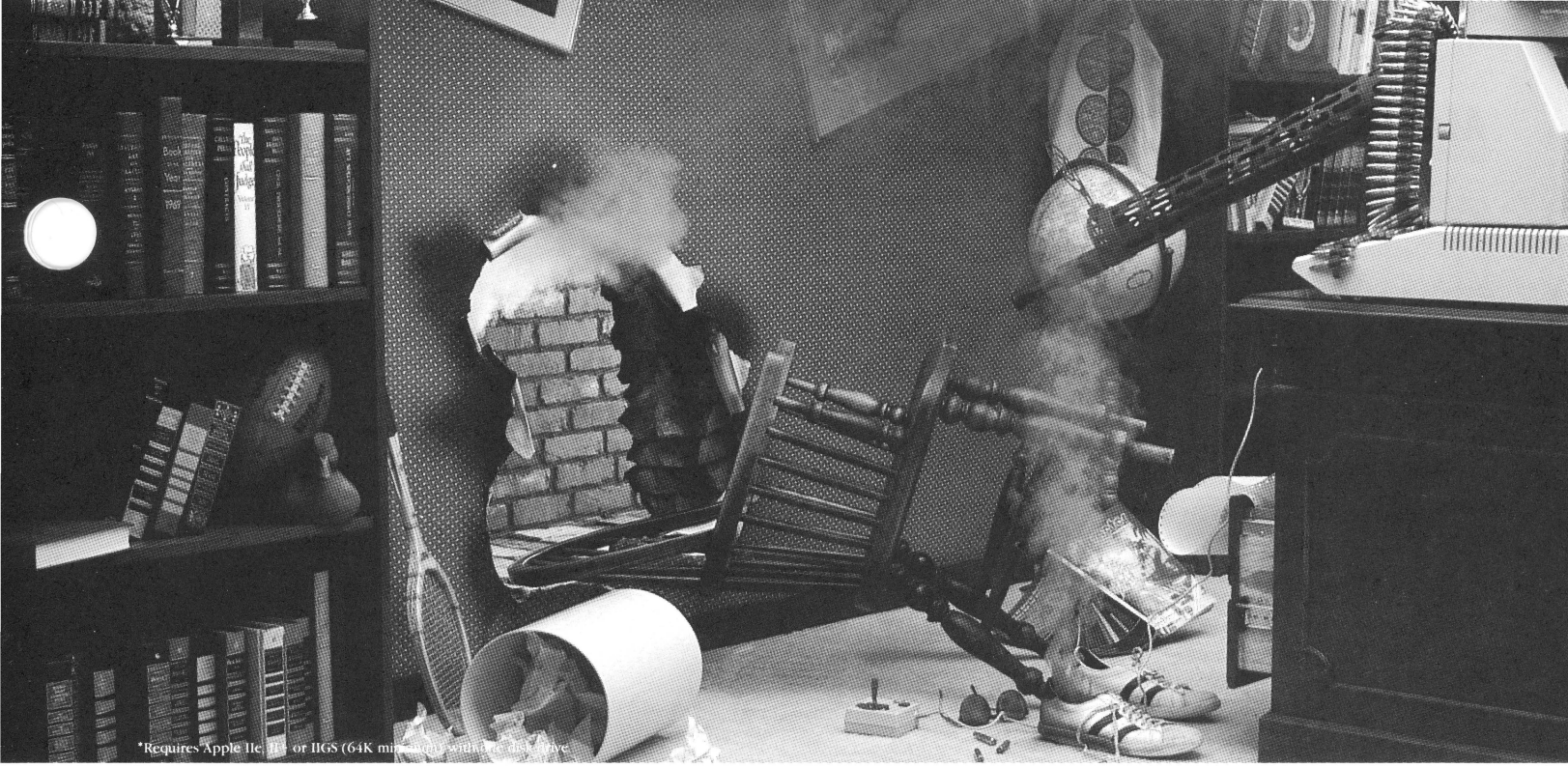

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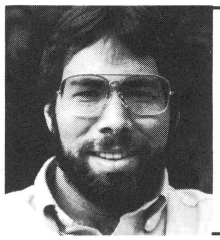

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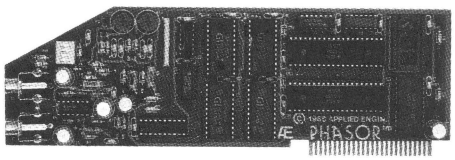

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How to Get Help with Printers and other Hardware

by William Marriott

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about printers and hardware, including memory cards, interface cards, the Apple /// computer, and disk drives. Next month's issue will contain a list of members who offer help with Beagle Bros and Pinpoint enhancements to AppleWorks.

Printers/Hardware

How to Use this List

Use this month's list to find help with printers and hardware. To the left of each consultant's name is one or more numbers indicating the hardware products that consultant supports. Consultants are listed alphabetically by state.

1 = 3.5-inch Disks
2 = Apple ///
3 = Apple II+
4 = Apple Memory Cards
5 = Checkmate Cards
6 = Floppy Disks
7 = Hard Disks
8 = Printers & Interface Cards
9 = RamWorks Cards
10 = TransWarp Cards
11 = RamFactor Cards
12 = RAM Disks
99 = Other Hardware

California

6,9 Stephen Brewer
San Bernadino CA
714/ 883-0365 Sun 7pm-10pm;
M 7pm-10pm
714/ 882-3308 T-F 10am-5pm
NAUG BBS #43
CompuServe 73277,2500

1,6,8,9, Robert Demmon
10,12, Coronado CA
99 619/ 435-0554 M-F 3pm-10pm;
S-S 9am-10pm
619/ 435-0520 M-F 3pm-10pm;
S-S 9am-10pm

6 George Gray
Los Angeles CA
213/ 774-4131 M-F 10am-10pm

6,9,10, Terry Higgins
12 Hayward CA
415/ 887-7499 Daily 8am-11pm answ mach
NAUG BBS #117
GEnie T.HIGGINS1
The Source SIG049

6 Alan E. Kahn
San Anseimo CA
415/ 457-9827 M-F 8am-9pm

1,6,8, Berenice Maltby
9,99 Corona del Mar CA
714/ 640-7369 9am-9pm

1,9 Tom Militello
Rancho Palos Verdes CA
213/ 541-2766 M-F 4pm-8pm
NAUG BBS #118

6,9,12 Will Nelken
San Rafael CA
415/ 456-1798 M-F 10am-3pm
415/ 459-0845 M 3pm-9pm;
Sat 10am-10pm

9,10,11 Jim Pennington
Long Beach CA
213/ 420-8629 24-hr. answ mach

1,4,6, Dale Shields
8,9 Torrance CA
CompuServe 73177,2323
GEnie D.G.SHIELDS

Colorado

9 Gary Armour
Littleton CO
303/ 933-9493 M-F 5pm-10pm;
S-S 10am-10pm

1,3,4,7, David Gillaspie
8,9,10 Lakewood CO
11,12 303/ 431-6100 M-F 9am-Noon
303/ 988-0994 M-F 7am-9pm

7,8,9,12 Lyle Graff
Littleton CO
303/ 977-4557 M-F 8am-3pm
303/ 794-5970 M-F 6pm-9pm;
Sat Noon-9pm

1,6 Larry Thaete
Boulder CO
303/ 939-9072 MWF 5pm-9pm
303/ 492-2717 M-F 9am-3pm

Connecticut

1 Martin Knight
Middletown CT
203/ 346-9698 Daily 6pm-9pm
NAUG BBS #101
GEnie M.KNIGHT
AppleLink PE: AFL Marty

9 John R. Robinson
Niantic CT
203/ 739-7435 Daily 9:30am-2pm

9 Emery Roth
Washington CT
203/ 868-7118 Daily 3pm-8:30pm

7,11 Newton Shaffer
Gales Ferry CT
203/ 464-9716 Daily 4pm-11pm

Florida

6,8,9 John Andrianoff
Ft. Pierce FL
305/ 466-6653 School Days 3:30pm-8:30pm;
Other Days Noon-8pm

1,6,9, 10,11 H. Clay Bailey III
Jacksonville FL
904/ 744-2499 W-Sun 7pm-11pm
904/ 725-3477 Daily 9am-6pm

1,4 Larry Brooks
Tampa FL
813/ 874-7355 M-F 6pm-9pm

1,7,8, 9,10, 13 Jeff C. Strichard
Ft. Lauderdale FL
305/ 587-9590 M-F 6pm-11pm; S-S all day
305/ 763-3883 M-F 9am-4pm

Georgia

1,4,5, 6,7,8, 9,10, 12,14 Jim Sulsona
Doraville GA
404/ 455-0853 Daily 9am-Midnight
NAUG BBS #69
CompuServe 76440,227
404/ 446-9048 #187

Illinois

1,4,6,8 J. Terry Flynn
Lake Bluff IL
312/ 680-0980 M-F 8am-5pm
312/ 234-2820 M-F 6pm-9pm; S-S 10am-9pm
The Source TCK890

1,8,9,10 Dennis Ricke
St. Charles IL
312/ 377-4829 School Hours

1,7,9, 10,99 Victor Weisskopf
Lincolnwood IL
312/ 674-7400 M-F 9am-5pm

Indiana

99 Stanley Boler
Knightstown IN
317/ 345-5663 M-F 5pm-11pm

4,6,8,9, 10,14 Brenda Crenshaw
Shelbyville IN
317/ 264-1286 M-F 7am-5pm
317/ 398-0525 M-F 6pm-9pm; S-S 9am-10pm

1,6,8 Irvin Haas
Carmel IN
317/ 848-0050 M-F 3:30pm-10pm; S-S 10am-10pm

1,8 Mark Hochstetler
Indianapolis IN
317/ 783-8821 MTF 1pm-5pm; WTh 8am-5pm
317/ 299-3156 M-F 7pm-10pm; S-S 10am-10pm

Iowa

8,9 Roger Christian
Iowa City IA
319/ 337-2189 M-F 9am-5pm
319/ 338-7350 M-F 7pm-10pm

Members Helping Members Listings

To become a Members Helping Members volunteer-consultant, send **NAUG** your name, address, telephone number(s), times to call, and areas of expertise. The Members Helping Members Disk, available through **NAUG**'s Public Domain Library, includes the complete list of volunteer-consultants. Lists of different support services are published monthly in the ***AppleWorks Forum***. The following chart indicates which issue contains each portion of the complete list:

Beagle Bros/Pinpoint Enhancements	June 1988
AppleWorks-Compatible Software	July 1988
AppleWorks Applications and the Apple IIGS	August 1988
AppleWorks Modules	September 1988
Utility Software	October 1988
Printers/Hardware	November 1988

9 Dan York
Marion IA
319/ 373-1883 M-F 5pm-10pm; S-S 10am-10pm
319/ 373-2083 M-F 5pm-10pm

Kansas

6 Jan Laughlin
Mapleton KS
316/ 743-3441 Daily 9am-4pm

Maryland

9 Ron Jacobs
Laurel MD
301/ 498-0558 M-F 6pm-10pm
Sat 10am-10pm; Sun Noon-10pm
301/ 725-3228 M-F 8:30am-3pm

1,2,6, 7,8,99 David Ottalini
Silver Springs MD
301/ 681-5792 M-F 6pm-9pm
CompuServe 72457,2401

1,6,9 Ronald Romanowicz
Glencoe MD
301/ 472-4800 Daily 8am-4pm
301/ 472-2983 Daily 4pm-11pm

3,12,99 Michael Spurrier
Baltimore MD
301/ 298-0263 S-S 6pm-11pm
301/ 955-5938 School days 11am-1pm

Massachusetts

7 Pamela Michaelson
Marblehead MA
617/ 631-0918 M-F 9am-Noon

Michigan

8,9,10 Dawn Andrews
Muskegon MI
616/ 755-4308 M-F 4pm-10pm

1,4,6, 7,9 Jim Anker
Hazel Park MI
313/ 542-3910 M-F 9am-4pm
313/ 391-0033 M-F 6pm-10pm; S-S 1pm-9pm

9 Joe Connelly
Livonia MI
313/ 421-8729 M-F 9am-9pm
NAUG BBS #21

9 Arthur Daniel
Warren MI
313/ 445-7142 M-Th 7am-4pm
313/ 445-7105 M-Th 7:30am-8pm; F 7:30am-4pm

9 Lynn Leininger
Monroe MI
313/ 241-4021 M-F 4pm-10pm; S-S 10am-10pm
NAUG BBS #313
CompuServe 73277,2420

1,7 William Marriott
Canton MI
NAUG BBS #288
CompuServe 72047,2770
GEnie W.MARRIOTT
innen@nuacc.bitnet

1,12 Bill Neef
Grass Lake MI
517/ 522-4689 Daily 8am-10pm

7,8 J. O'Connor
Rochester MI
313/ 853-1260 Daily 10am-9pm
NAUG BBS #99

9,10 Quality Computers
Grosse Pointe MI
313/ 885-4270 Daily 9am-5pm
313/ 885-4215 Daily 9am-5pm

1,6,8, 11,12 Mike Robinson
Royal Oak MI
313/ 585-5027 M-F 6pm-10pm; S-S 10am-10pm
NAUG BBS #411
Michigan AppleGram 313/ 292-0389 #15

1,3,7,99 Pete Ross
Wayne MI
313/ 728-8720 answ mach

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1 = 3.5-inch Disks
2 = Apple ///
3 = Apple II+
4 = Apple Memory Cards
5 = Checkmate Cards
6 = Floppy Disks
7 = Hard Disks
8 = Printers & Interface Cards
9 = RamWorks Cards
10 = TransWarp Cards
11 = RamFactor Cards
12 = RAM Disks
99 = Other Hardware

1,4,5, 6,7,8,9 Keith Zook
Grosse Ile MI
313/ 675-1550 Daily 8am-4pm

Minnesota

1,4,6, 7,8 James Hirsch
Coon Rapids MN
612/ 755-8082 M-F 6pm-10pm
612/ 755-8220 M-F 7:30am-4pm
GEnie JHIRSCH

6,9,10 Dick Kenfield
Hopkins MN
612/ 938-4382 M-F 4pm-9pm;
S-S all day
CompuServe 71540,373

Missouri

1,9 Whit Crowley
Manchester MO
314/ 394-7955 M-F 6pm-9pm;
S-S 10am-6pm
CompuServe 70176,1167

8 Lynn Leopard
Chillicothe MO
816/ 646-0702 M-F 8am-8:30am,
2:30pm-3:30pm
816/ 646-4196 Daily 5pm-9pm

Montana

6,8,9, 12,99 Steve Bernbaum
Sheperd MT
406/373-6393 Daily 10am-11pm

4,6,7,8 Bob Shipek
Great Falls MT
406/ 791-2130 Daily 8am- 5pm
406/ 452-9104 Daily 9pm-Midnight
CompuServe 76067,3221

Nebraska

1,4,6, 8,9,10, 12,14 Larry B. McEwen
Hastings NE
402/ 463-1387 M-F 8am-4pm
402/ 463-2267 Daily 5pm-9pm
NAUG BBS #188
GEnie L.MCEWEN

New Jersey

9 Les Blatt
Maplewood NJ
CompuServe 73647,3157

99 Pete Crosta
Nutley NJ
201/ 667-6369 M-F 3pm-10pm
201/ 667-2928 S-S 8am-10pm
201/ 266-4335 M-F 8:30am-3pm
NAUG BBS #230
CompuServe 70601,35
GEnie P.S.R.CROSTA
InCider #878

1,7,9 Edwin C. Doe
Pt. Pleasant NJ
201/ 528-6349 8am-11pm ans. serv. or modem
GEnie E.DOE

1,4,5, 6,7,8, 99 David Edwards
Camden NJ
609/ 966-6767 M-F 9am-5pm
609/ 365-1359 M-F 6pm-9pm

6,7,9, 10 Matthew Jones
Neptune NJ
201/ 774-0983 M-F 6pm-8pm

9 Linda Nixon
Chatham NJ
201/ 635-0973 M-F 5pm-9pm;
S-S 11am-5pm

10 Stuart Schneider
Teaneck NJ
201/ 568-3336 M-F 9:30am-5:15pm
201/ 261-1983 M-F 6pm-10pm;
S-S 10am-11pm

12 David Jay Scott
Wall NJ
201/ 681-0600 Daily 6pm-10pm

1 Suzanne Thomas
Tinton Falls NJ
201/ 842-7699 Daily 9am-3pm, 7pm-9pm
CompuServe 76012,1145

New York

1,9,10 Bob Beer
Coram NY
516/ 928-6870 Daily 6pm-9pm

3,6,7, 8,10 Fred Brothers
New York NY
212/ 732-7072 M-F 9am-5pm

1,6,9, 10 Cynthia Gillmore
Johnstown NY
518/ 762-8483 M-F 7am-5:30pm;
S-S 10am-10pm
518/ 725-4016 M-F 8am-4pm
518/ 661-6277 Summer, M-F 6pm-10pm

6,8 Sister Mary Gregory
Watertown NY
315/ 782-3460 M-F 3pm-9pm
315/ 788-4670 Daily 2pm-3pm

6,8,9 Don Menges
Rochester NY
716/ 544-9398 Daily 8pm-11pm
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99 Harold S. Miller
Ozone Park NY
718/ 641-5208 Daily 10am-5pm;
M-F 7pm-9pm

1,7,9 James Nicoll
Pittsford NY
716/ 546-6732 M-F 7:30am-2pm
716/ 381-9480 M-F 7pm-10pm;
S-S 10am-10pm

3,6,7, 8,9 David Strachen
Buffalo NY
716/ 634-8238 M-F 10am-5pm
716/ 832-8869 M-Th 6am-10pm

4,6,8, 9,11,12 14 Walter Taylor
W. Henrietta NY
716/ 263-7700 ext. 269 M-F 8am-5pm
716/ 359-2857 Other Times

North Carolina

1,13 Terry W. Robertson
Charlotte NC
704/ 377-0111 M-F 8am-6pm
704/ 536-4261 Daily 7:30pm-10pm

Ohio

1,6,8,9 Mark Ball
Paris OH
216/ 862-3277 M-F 6pm-10pm
216/ 627-7606 M-F 8am-3pm

1,3,6, 7,8,12 Jessie Beale-Hansen
Cinti OH
513/ 751-6834 M-F 7pm-10pm
513/ 241-6400 M-F 9am-11am, 3pm-5pm

8 William Beasley
N. Olmsted OH
216/ 777-7700 ext. 282 M-F 8am-4pm
216/ 933-4408 answ mach
CompuServe 71106,574

9 Mark Elliot
Hudson OH
216/ 686-2280 M-F 9am-5pm
216/ 653-5006 S-S 6pm-11pm
GEnie G.ELLIOT

1,6, 12,99 Carman Greco
St. Clairsville OH
614/ 695-5026 M-F 3pm-9pm;
S-S 9am-9pm

1,3,4,6, 7,8,9, 12,14 Guy R. Moore
Oxford OH
513/ 746-6333 M-F 9am-4pm
513/ 529-7584 M-F 8am-4pm
513/ 523-3797 Daily 7pm-10:30pm

1,3,4,6, 8,9 Howard Moskowitz
Toledo OH
419/ 729-8412 M-F 8am-4:30pm
419/ 535-8647 M-F 5pm-10pm;
S-S 10am-10pm
CompuServe 73547,337

6 Patricia Ritchey
Bowling Green OH
419/ 372-7038 M-F 8am-4pm
419/ 673-0040 M-F 7pm-10pm;
S-S 10am-10pm

Oregon

9 Calvin Behrens
West Linn OR
503/ 655-0058 M-F 9am-5pm
503/ 636-0762 M-F 5pm-10pm;
S-S 10am-10pm

1,3,4, 6,8,12, 14 — Jim Emig
Portland OR
503/ 280-5666 M-F 7am-4pm
503/ 771-1916 M-F 6pm-9pm; S-S 10am-10pm

Pennsylvania

1,10 — Larry Beatty
Hopwood PA
412/ 439-4912 Daily 9am-10pm

9,99 — Martin Friedman
Philadelphia PA
215/ 473-6135 M-S 3pm-10pm
NAUG BBS #45
CompuServe 76676,1057

Tennessee

1,4 — Major Michael Sutter
Clarksville TN
502/ 798-8203 Daily 6am-2pm
615/ 552-0973 Daily 5pm-9pm

Texas

3,6,8, 9,12 — Richard Buro
Temple TX
817/ 778-0386 Daily 6am-9pm answ mach

1,9,10 — Jeff Holcomb
Carrollton TX
817/ 465-7978 M-F 7pm-10pm; S-S 10am-10pm

5,6,7 — Joseph Kline
Lubbock TX
806/ 796-0829 Daily 8am-9pm

9,10,12 — Ralph Logan, Jr.
Fort Worth TX
817/ 281-0661 TThF 2pm-5pm
GEnie R.LOGAN2

6,9 — Bob Oberholtzer
Houston TX
713/ 664-2011 M-F 9am-6pm
713/ 664-1795 M-F 6pm-8:30pm; Sat 2pm-7pm
713/ 664-2011 24hr answ serv

Virginia

4,6,8, 9,99 — Warren Downes
Yorktown VA
804/ 898-8386 M-F Noon-4pm
804/ 898-1881 M-F 4pm-10pm; Sat Noon-10pm

6 — William W. Sanderson
Merrifield VA
703/ 352-1568 M-F 6pm-10pm
703/ 820-8550 Daily Noon-1pm

Vermont

99 — Lars Baris
Essex Jct. VT
802/ 878-1392 Daily 7am-2pm

Washington

9 — Thomas Chambers
Fox Island WA
206/ 549-4114 M-F 5pm-9pm; S-S 10am-10pm

Wisconsin

6,8,9,10 — Neil Johnson
Eau Claire WI
715/ 834-8104 M-F 8am-3:45pm

1,6,8,9 — Jerry K. Miller
Milwaukee WI
414/ 321-3820 M-F 10am-2pm
414/ 425-0778 M-F 8pm-10pm

1,6,9,10 — Mike Starck
Milwaukee WI
414/ 545-5233 M-F 7am-5pm

1,9 — Paul Van Wyk
Appleton WI
414/ 731-0941 Daily 9am-4pm
414/ 739-6503 Daily 7pm-10pm

Foreign/APO

5,6,8, 9,99 — Harve Thorn
Mexico City Mexico
905/ 516-0720 ext 135 M-F 8am-2pm

6,8,9 — Brian Scully
Kitchener Ontario, Canada
519/ 744-2064 M-F 9pm-10pm; S-S Noon to 10pm

Electronic Index Disk Update

The list to the right contains the November 1988 update for NAUG's Electronic Index Disk. The first section contains the data for the file "Forum Index.II". The second section contains the data for the file "Key Words". Directions for updating the Index Disk appeared in the February 1988 *AppleWorks Forum*.

NAUG updates the Electronic Index Disk monthly. The latest version can be ordered from the NAUG Public Domain Library ($4 per disk; $2 postage per order). Current updates can also be downloaded from the NAUG bulletin board, (313) 482-8090.

Electronic Index Disk, November 1988 Update
Enter the standard values for these categories: Volume #: 3 • Issue #:11 • Date: Nov 88
Enter the rest of the data in the order: TYPE • PAGE • TITLE • AUTHOR • KEY WORDS

Letters to NAUG • 2 • Lissner Relates Beginnings of AppleWorks • Lissner, Robert • AppleWorks; Lissner; Apple ///; ///EZ Pieces

Letters to NAUG • 3 • Free Offer to Recover Damaged Files • Morrison, Gary • RepairWorks; damaged files; special programs

Letters to NAUG • 3 • SEG.PR Format Altered in AppleWorks 2.1 • Connelly, Joe • AppleWorks 2.1; updates

Letters to NAUG • 3 • Preparing Tables in Proportional Fonts • Ring, Sheryl • formatting; SuperFonts; tabs; fonts

AppleWorks News • 5 • AppleWorks News from AppleFest • Merritt, Cathleen • AppleWorks GS; Claris; Apple IIc Plus; Chinook; Beagle Bros

AppleWorks News • 7 • Claris Announces Upgrade Program • Merritt, Cathleen • AppleWorks; updates; upgrades; Claris

Novice Notes • 8 • How to Get Help with AppleWorks • Williams, Warren • AppleLink PE; CompuServe; Claris; NAUG; special programs

Spreadsheet Tip • 9 • How to Speed Up Spreadsheet Applications • Gair, David • spreadsheet; AppleWorks 2.1; speed

Advanced Techniques • 10 • How to Transfer AppleWorks Data to Macintosh Computers • Marriott, William • Macintosh; file transfers; export; Microsoft Works

Data Base Tip • 15 • How to Set Column Sizes in Tables Format Reports • Greenburg, Jim • data base; formatting

Macro Primer • 17 • An Introduction to Compiled Macros • Munz, Mark • macros; UltraMacros

Good Buys • 20 • Excellent Price for a Laptop Computer • n/a • Tandy; Radio Shack; Model 600; special offer

Word Processor Tip • 21 • An Easy Way to Insert Footnotes • Kraemer, Charles • word processor; footnotes; formatting; footers

Members Helping Members • 24 • How to Get Help with Printers and Other Hardware • Marriott, William • special programs; hardware; printers

NEW KEYWORDS: Chinook; Microsoft Works; Apple IIc Plus; RepairWorks

AppleWorks Forum

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Seminar Schedule

NAUG sponsors AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics", are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques.

Seminar schedule:

November 4 — Grand Rapids, MI
November 7 — Ann Arbor, MI
November 11 — Dallas, TX
November 14 — Seattle, WA
November 16 — Portland, OR
November 18 — Salt Lake City, UT
November 30 — Sacramento, CA
December 2 — San Francisco, CA
December 5 — Orange, CA (Los Angeles/Long Beach)
December 7 — San Diego, CA
December 9 — Phoenix, AZ
January 16 — Dallas, TX
January 18 — San Antonio, TX
January 20 — Houston, TX
January 23 — Frankfort, KY

The presenter, Dr. Warren Williams, is a technical advisor to NAUG and a frequent contributor to the ***AppleWorks Forum.*** He has written more than 40 articles about AppleWorks and has conducted more than 50 AppleWorks seminars throughout the country. Write or call NAUG for more information.